



Get a jump-start on your **career**



Tips For Success!

- 👍 Be on time.
- 👍 Know the interviewer's name and how to pronounce it.
- 👍 Be courteous to everyone you meet.
- 👍 Don't use slang - watch your grammar.
- 👍 Don't play comedian.
- 👍 Never insult a former employer, co-worker, or teacher.
- 👍 Don't interrupt the interviewer.
- 👍 Be prepared for personal questions.
- 👍 Wait for an offer to bring up salary.
- 👍 Bring an extra copy of your resume.
- 👍 **Be yourself!**
- 👍 Send a thank you note after the interview.



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Make An Impression











- ☺ Dress - neat, clean, and presentable.
- ☺ Bring copies of your resume.
- ☺ Bring references.
- ☺ Offer a firm handshake.
- ☺ Use eye contact.
- ☺ Sit straight in chair - don't lean back.
- ☺ Arms resting - don't fold arms.
- ☺ Control nervous behaviors.
(tapping feet, pen)
- ☺ Respond by smiling or nodding your head - shows interest.
- ☺ Control giggling or laughing.



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Prepare in Advance - Show Your Stuff!

-  Tell me something about yourself.
-  Why are you interested in this job?
-  What would previous employers say about you?
-  What are your strongest skills?
-  How have you used your skills?
-  What are two areas that you need to work on?
-  What would you like to improve yourself? Why? How?
-  What have you learned from previous jobs?
-  What is your most significant work experience?
-  Why should I hire you for this job?



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Higher Education Equals Higher Income

\$ Some High School, No Diploma	\$21,400
\$ High School Degree	\$28,800
\$ Some College, No Degree	\$32,400
\$ Associate Degree	\$35,400
\$ Apprenticeship	\$38,900
\$ Bachelor's Degree	\$46,300
\$ Master's Degree	\$55,300

(Median earnings for year-round, full-time workers age 25 and older.)











Stay in School ... it's worth it!



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Fill It Out Right!

-  Application completed neatly - neatness and spelling count.
-  Use black ink.
-  Fill in all spaces.
-  Have your Social Security Number.
-  Bring your driver's license.
-  Names, addresses, and dates of schools you have attended.
-  Names, addresses, and dates of previous employers.
-  Names, addresses, and phone numbers of at least three references.
-  Use home phone number, not cell or beeper.
-  Sign and date application.